# US FEDERAL CONTRACT

User Guide

## **US FEDERAL CONTRACT**



**DXC** Technology

Version 1.8

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## 1 Structure of the Application

Following are the elements of the application.

## 1.1. Header

Menu

	HOME	PROGRAMS	REPORTS	
Current User Information				
	JI	USTIN CLARK   Lo	gout	
			Ω	
Quick Program Search				
	Program Search			Q
The search bar helps you search program a	and switch to it.			
1.2. Tool bar				
A program and order can be downloaded in	PDF format. Use the Prin	t button to download i	t.	
		Print		
1.3. Pagination				
The lists are supported with pagination at the bo	ottom; use it navigate between	the pages		
	« Pre	evious 1 Next	>>	
1.4. Footer				
	Ve	rsion 1.8		User Guide

It shows application's versions and you can download this guide from the application.

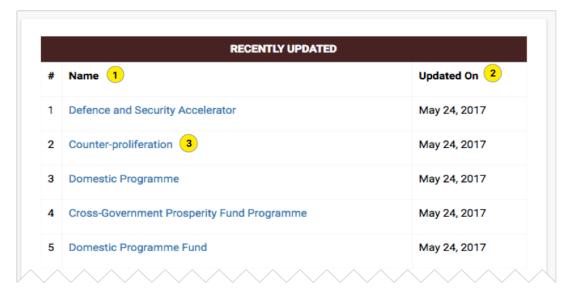
## 2 Understanding thehomepage

It has list of programs grouped by recent actions

- Name of the program
- Date when the program was updated
- Navigate to program

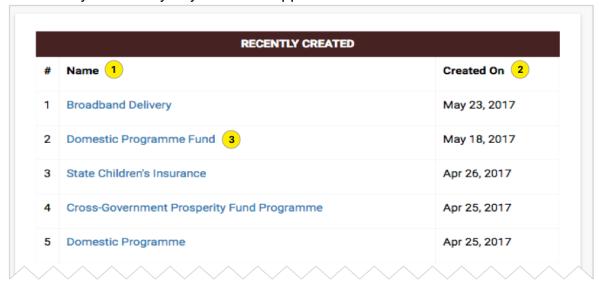
#### 2.1 Recently Updated

It shows top 5 programs that have been recently updated by anyone in the application



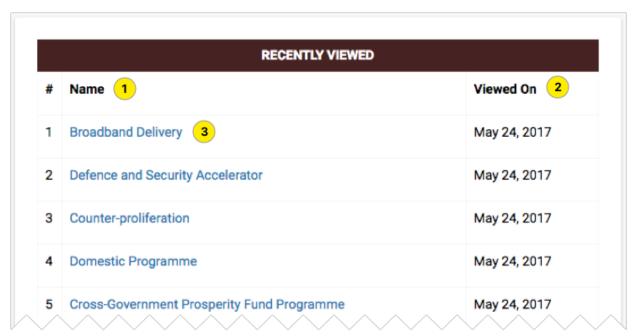
### 2.2 Recently Created

It shows top 5 programs that have been recently created by anyone in the application



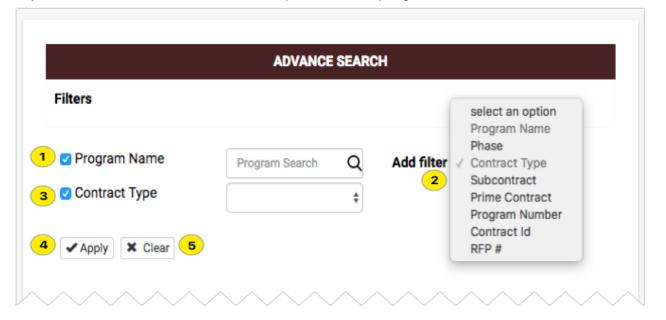
## 2.3 Recently Viewed

It shows list of last 5 programs you have viewed



#### 2.4 Advance Search

Using this you should be able to drill down to specific set of programs



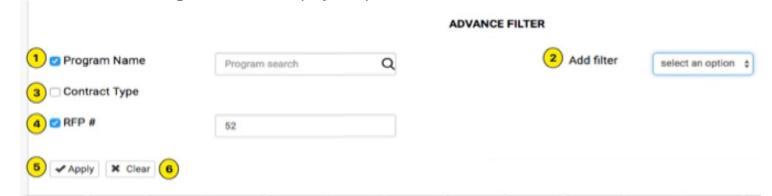
- 1. Program Name- the default filter; you can deselect it
- 2. use it to add <u>more</u> filters
- 3. Newly added filter
- 4. Apply –button to get theresults.
- 5. Clear –to reset values of filter(s)

## 3 How to search and view a Program?

#### 3.1 Searching a program

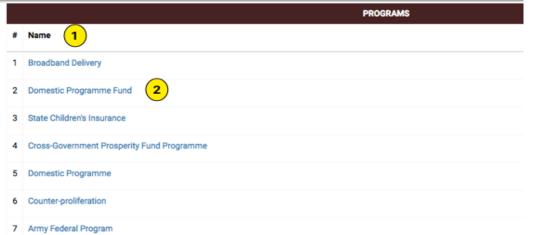
## 3.1.1 Filters

There are Filters in Program Tab that helps you input different attributes to search for



- 1. default filter
- 2. use it to add more filters
- 3. additional unselected filter
- 4. another selected filter
- 5. Apply button to getthe results.
- 6. Clear to reset values of filter

## 3.1.2 Listofprograms

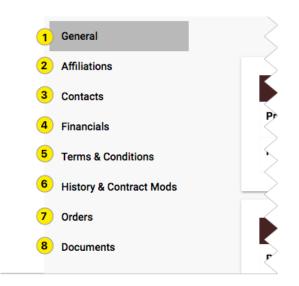


#### 1. Name of program

2. Click on any program to show detail

## 3.2 Viewing a program

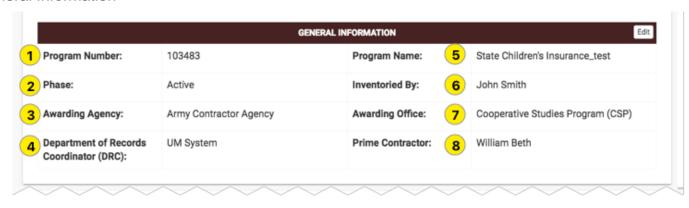
A program's details have been segregated into following 8 tabs



#### 3.2.1 General Tab

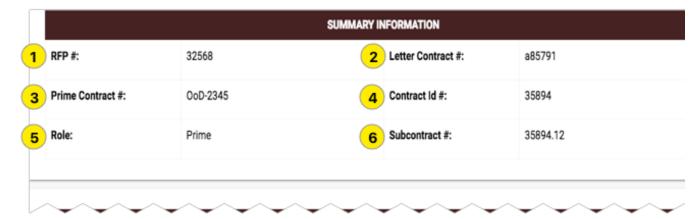
It has following sections

General Information



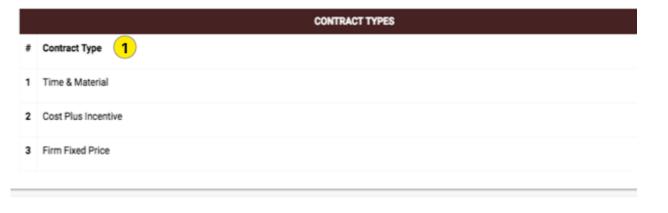
- 1. Auto generated program number -
- 2. Phase
- 3. Awarding Agency
- 4. Department of records Coordinator
- 5. Program Name
- 6. Inventoried by
- 7. Awarding office
- 8. Prime Contractor

#### **Summary Information**



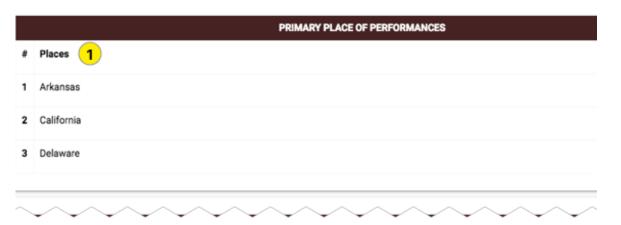
- RFP#
- Letter Contract #
- Prime Contract #
- Contract Id#
- Role
- Subcontract #

## Contract Types



• It can take <u>multiple values</u>

#### Primary Place of Performances



• Multiple Places

#### **Award Basis**



- 1. Multiple or Single
- 2. can be one of
  - a. Discretionary
  - b. None
  - c. Required

Service Offerings



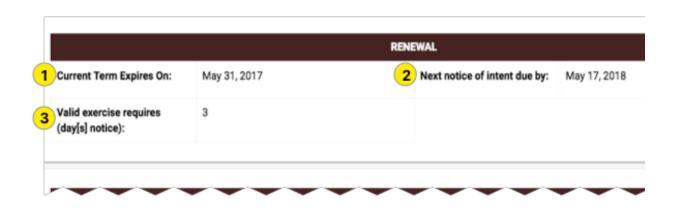
1. can be one of the <u>service offerings</u>

## Corporate Identifier



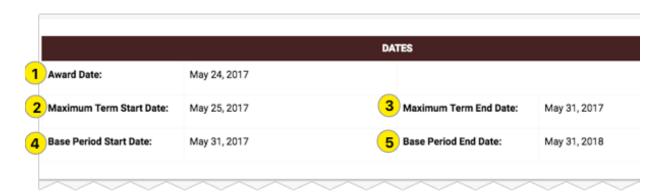
- 1. One of the <u>CAGE Codes</u>
- 2. Corporate DUNS attached with CAGE code
- 3. One of the Corporate Location

#### Renewal



- 1. Date of Current Term Expiration
- 2. Due date of Next notice of intent
- 3. Day(s) of notice required for valid exercise

## Dates



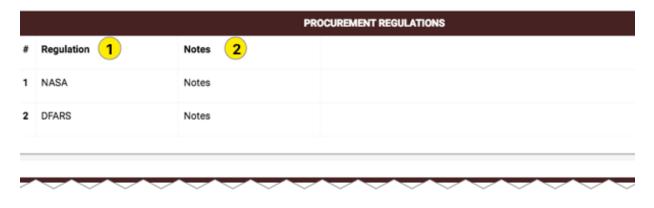
- 1. Award Date
- 2. Maximum Term Start Date
- 3. Maximum Term End Date
- 4. Base Period Start Date
- 5. Base Period End Date

#### Option Periods



- 1. Number
- 2. Start Date
- 3. End Date

#### Procurement Regulations



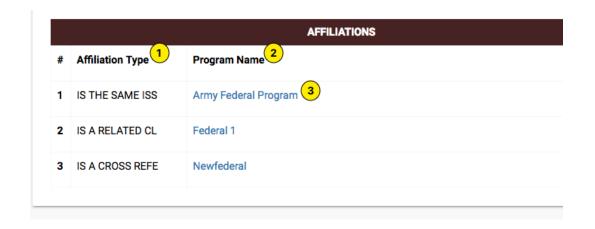
- 1. Regulation
  - a. FAR
  - b. NASA
  - c. DFARS
- d. Other 2. Notes

## Owners



- 1. Owners
- 2. Type

## 3.2.2 Affiliations Tab



- 1. <u>Affiliation Type</u>
- 2. Program Name
- 3. Click on any program to detail.

#### 3.2.3 Contacts Tab



#### 3.2.4 Financials Tab

#### It has following sections

Financial Control data



# Responsibility Centre

a. Awarding agency

d. Payment Office

b. Govt. POC

c. Contractor

1. Type

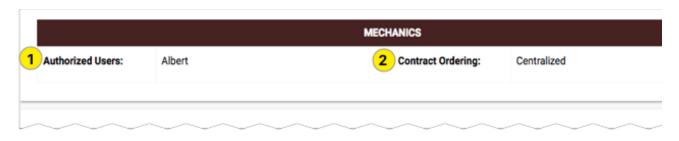
2. Contact

#### **Payment Information**



- 1. Payment office
- 2. Special Billing Provisions

## Mechanics



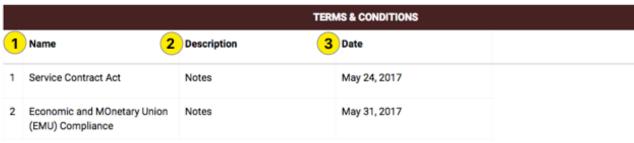
- 1. Authorized Users
- 2. Contract Ordering
  - a. Centralized
  - b. Decentralized
  - c. General
  - d. INS

#### Financial



- 1. Original Estimated Lifecycle Contract Value
- 2. Current Estimated Lifecycle Contract Value
- 3. Current Obligated Funds

#### 3.2.5 Terms & Conditions Tab

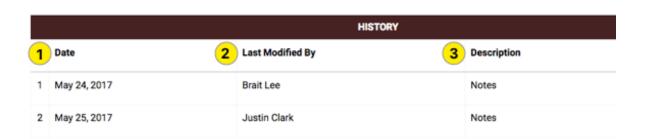


- 1. Name
- 2. Description3. Date

3.2.6 History & Contract Mods Tab

## It has following sections

## History



- 1. Date
- 2. Last Modified By
- 3. Description

## Show Cause/ Cure Notice



- 1. Show Cause / Cure Notice
- 2. Show Cause / Cure Notice Date
- 3. Actions

## Contract Mods

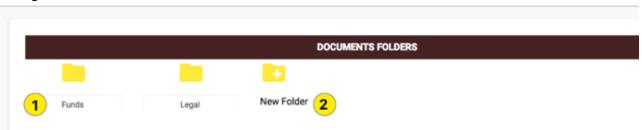


- 1. Name Which contains list of contract mods
- 2. If user click on any name, then user will get the detail

#### 3.2.7 Documents Tab

It shows files organized into folders

user-guide



- 1. Folder
- 2. New Folder
- **DOCUMENTS** 2 Size 3 Type 5 Date 1 Name 4 Time Affiliations 49kb 7:11 PM May 24, 2017 png 1311kb 7:11 PM May 24, 2017 user-guide

7:10 PM

docx

pages

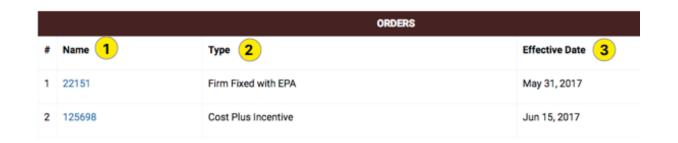
- 1. Name
- 2. Size
- 3. Type
- 4. Time
- 5. Date

#### 3.2.8 Orders Tab

Each program has the list of order; use it to navigate through them

2309kb

List



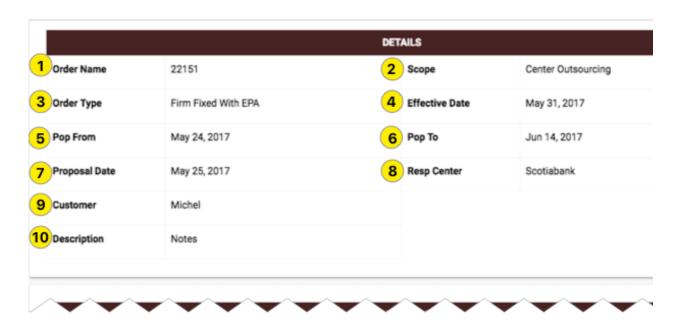
- 1. Orders Name
- 2. Type
- 3. Effective Date

#### 3.3 How to view an Order?

To view an order from tab click on the respective Order Name. The order details page will appear in which the order's attributes are organized into following sections

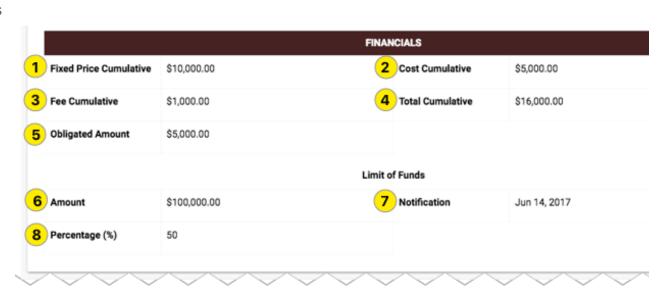
May 24, 2017

Details



- 1. Orders Name
- 2. Scope
- 3. Order Type
- 4. Effective Date
- 5. Pop From
- 6. Pop To
- 7. Proposal date
- 8. Resp Center
- 9. Customer
- 10. Description

Financials



- 1. Fixed Price Cumulative
- 2. Cost Cumulative
- 3. fee Cumulative
- 4. Total Cumulative
- 5. Obligated Amount
- 6. Limit of Funds Amount
- 7. Limit of Funds Notification 8. Limit of Funds Percentage

#### **Decentralized Order**



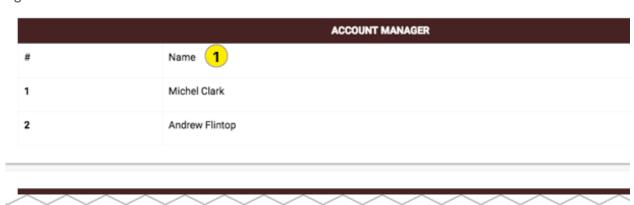
- 1. Payment Office
- 2. Contract Administrator
- 3. Contract Admin Backup

## **Contracting Officer**



1. Name of Contracting Officer

### Account Manager



1. Name of Account Manager

## Security



- 1. Required
- 2. Security Requirement Notes

## Modifications

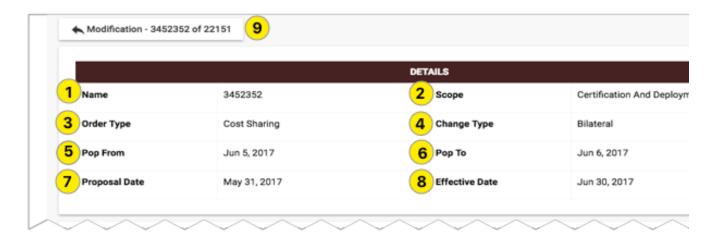


- 1. Name
- 2. Effective Date

#### 3.4 How to view an Order Mod?

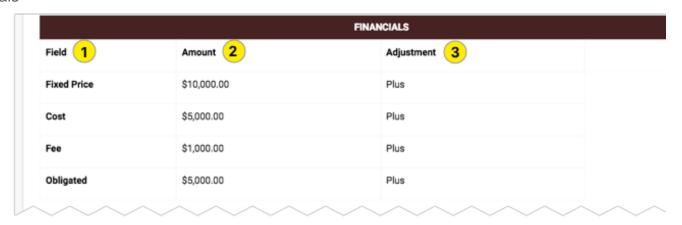
To view an "Order Mod" click on the respective Mod Order Name from the "Order" Modifications section. The attributes are organized into following sections

#### Details



- 1. Orders Name
- 2. Scope
- 3. Order Type
- 4. Change Type
- 5. Pop From
- 6. Pop To
- 7. Proposal date
- 8. Effective Date
- 9. Back to list

#### Financials



- 1. Fields
- 2. Amount
- 3. Adjustment

## Changes Made

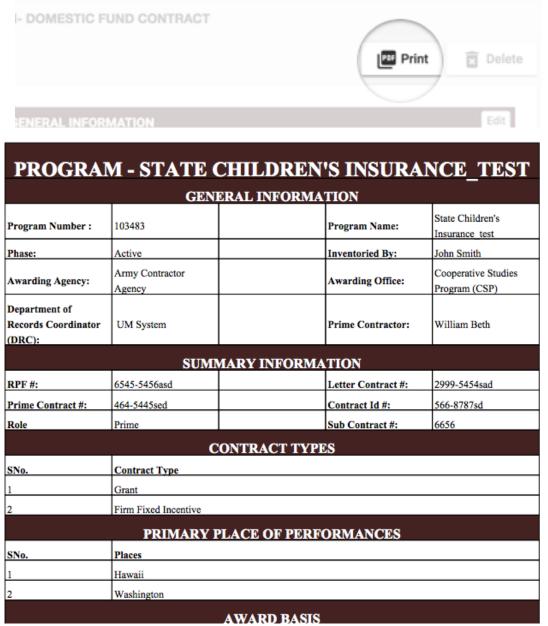


- 1. Add/ Change Funding Data
- 2. Administrative Change
- 3. Change Pop

## 4 How to download the details of a Program?

### 4.1 Downloading a program

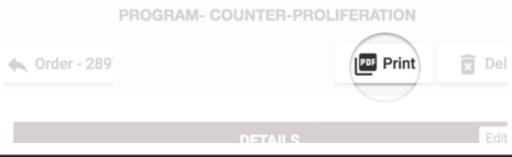
A program can be downloaded in PDF format. Use the Print button on the details screen to download it.



The PDF format of program

#### 4.2 Downloading details of an order

An Order can be downloaded in PDF format. Use the Print button on the order details screen to download it.



		Dotoile	
Order Type :	Cost Sharing	Details Scope:	Program management
Pop From :	Apr 26, 2017	Pop To:	Apr 27, 2017
Effective Date :	Apr 26, 2017	Resp Center :	test
Proposal Date :	Apr 19, 2017	Customer :	Michel Clark
Description :	Used for testing		
	F	nancial	
Fixed Price Cumulative :	\$22,545,655.00	Cost Cumulative :	(\$4,454,567.00)
Fee Cumulative :	\$456,456,787.00	Total Cumulative :	\$474,547,875.00
Obligated Amount :	(\$44,545,678.00)		
	_Limit	s Of Funds	
Amount :	\$45,000.00	S Of Funds Notification:	Apr 27, 2017

The PDF format of an order

## 5 Reports



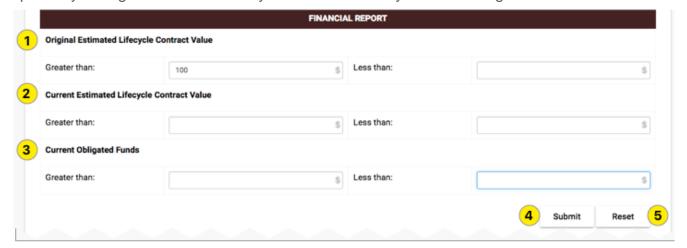
- 1. Financial report
- 2. Order Modification Report
- 3. Terms & Conditions Report
- 4. Phase Report

#### 5.1 How to download the Financial Report?

Get the financial attributes of programs across application which can be exported to excel.

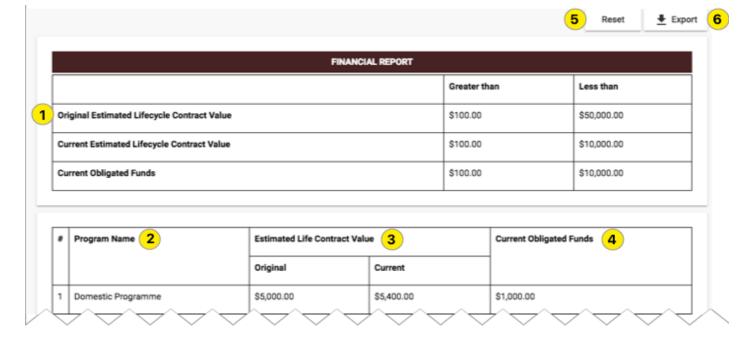
Taking an example where in you are looking for programs with Original Estimated Lifecycle Contract Value greater than \$ 100.

Step 1: Key in original estimated lifecycle contract value you are looking for and click "Submit" button



- 1. Original Estimated Lifecycle Contract Value
- 2. Current Estimated Lifecycle Contract Value
- 3. Current Obligated Funds
- 4. Submit
- 5. Reset

Step 2View the report and click the "Export" button to download



- 1. Original Estimated Lifecycle Contract Value
- 2. Program Name
- 3. Estimated Lifecycle Contract Value
- 4. Current Obligated Funds
- 5. Reset
- 6. Use the export button to download it in excel format

## 5.2 How to download Order Modification Report?

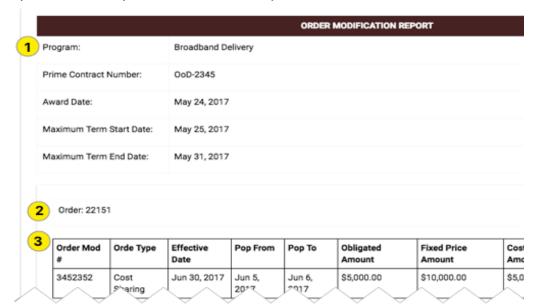
Gets list of Mod Order of the selected order(s)

Step 1 Selecta program, all orders for the program will appear. Then select the respective order(s) and click "Submit" button



- 1. Program
- 2. Order Names
- 3. Check box4. Submit
- 5. Reset

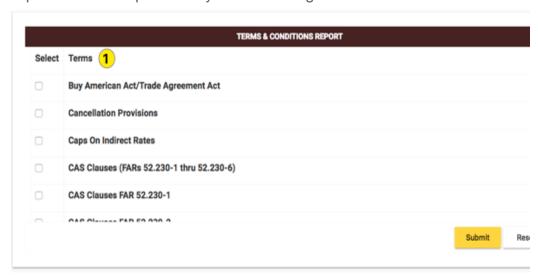
Step 2View the report and click the "Export" button to download



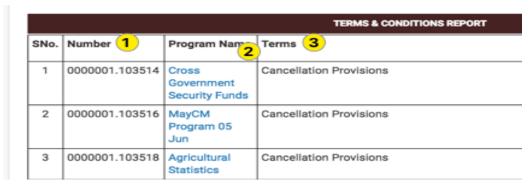
## 5.3 How to download Terms & Conditions Report?

## Gets list of terms & conditions)

Step 1 Select multiple terms you are looking for and click "Submit" button

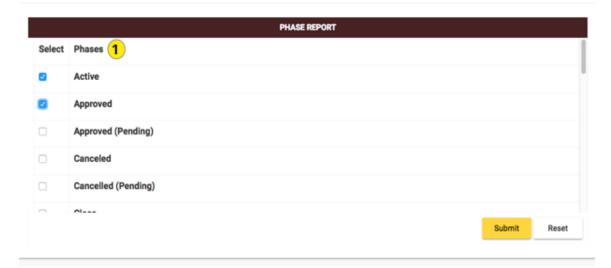


Step 2 View the report and click the "Export" button to download



## 5.4 How to download Phase Report?

Step 1: Select multiple phases you are looking for and click "Submit" button



Step 2View the report and click the "Export" button to download

			Reset Expo	
	PHASE REPORT			
SNo.	Number 1	Program Name 2	Phase 3	
1	0000001.103514	Cross Government Security Funds	Active	
2	0000001.103515	Domestice Program	Active	
3	0000001.103517	Domestic Fund Contract	Approved (Pending)	
4	0000001.103518	Agricultural Statistics	Approved (Pending)	

- 1. Program
- 2. Order no.
- 3. Order modification Fields
- 4. Use the export button to download it in excel

1. Terms

- 1. Number
- 2. Program Name
- 3. Terms

1. Phas

- 1. Number
- 2. Program Name
- 3. Phase

## **Appendix**

- Advance Filter Options
  - 1. Phase
  - 2. Contract Type
  - 3. Subcontract
  - 4. Prime Contract
  - 5. Program Number
  - 6. Contract Id
  - 7. RFP#
- **Program Phases** 
  - 1. Active
  - 2. Approved 3. Approved (Pending)
  - 4. Cancelled
  - 5. Cancelled (Pending)
  - 6. Close 7. Close - Out
  - 8. Closed
  - 9. Contract Administration

- 10. Error
- 11. Inactive
- 12. Locked
- 13. Lost
- 14. Not Submitted
- 15. Open With IT
- 16. Open-OLD 17. Pending Approval
- 18. Pre-Proposal

20. Proposal 21. Re-Open 22. Rejected

19. Processed

- 23. rejected (Pending)
- 24. Reopen
- 25. Research Pending 26. Submitted

- Contract Types in a Program
  - 1. Time and Material
  - 2. Level of efforts
  - 3. Letter Contract
  - 4. Labour hours
  - 5. IDIQ
  - 6. Fixed Unit Price

- 7. Fixed Price
- 8. Level of efforts
- 9. Firm Fixed with EPA
- 10. Firm Fixed Price
- 11. Firm fixed Incentives
- 12. Cost sharing

- 13. Cost reimbursable
- 14. cost plus incentive
- 15. Cost plus Fixed fees
- 16. Cost plus Award fees

- Service Offerings in a Program
  - 1. Applications Development &Mgt
  - 2. Applications Maintenance 3. Asset Mgt and Maintenance
  - 4. Business Continuity
  - 5. Claims or Settlement Processing
  - 6. Consulting
  - 7. Desktop/Client Server

- 8. E Communities
- 9. Enterprise Customer Management
- 10. Health Care Finance Administration (HCFA)
- 11. Help Desk
- 12. Internet Solutions & Applications
- 13. Mainframe

- 14. Midrange
- 15. Procurement
- 16. Project Support
- 17. Telecommunications
- 18. Training and Education

- Corporate CAGE Codes
  - 1. 05HD8
  - 2. 1U305
  - 3. 0CVK8
  - 4. 24612
  - 5. 00MK8 6. TBD
  - 7. 1D6O3
  - 8. 4TJT0
- 9. 39500000
- Corporate Locations
  - 1. 5400 Legacy Drive, Plano, TX
  - 2. 13600 EDS Drive, Herndon, VA
  - 3. 225 Grandview Ave, Camp Hill, PA
  - 4. 1600 North Beauregard Street, Alexandria, VA
  - 5. 7900 Westpark Dr, T-600, McLean, VA
  - 6. Falls Church, VA
  - 4646 Needmore Rd, P.O. Box 24593, Dayton, OH 45424
  - 8. SafeGuard Services
  - 9. NHIC
- **Affiliation Types** 
  - 1. Default 2. is a third part
  - 3. is an addendum 4. is a counter cl
  - 5. is a consolidate
  - 6. is consolidated

- 7. is a cross clai
- 8. is a master agr 9. is a master cas
- 10. is a related cl
- 11. is a related is
- 12. is the same iss
- 13. is subpoena for
  - 14. is a cross refe
    - 15. is an order und 16. is related to

- Contact Types
  - 1. Awarding agancy
  - 2. Govt. POC
  - 3. Contractor
  - 4. Payment Office

#### Terms and Conditions

- 1. Products
- 2. Financial
- 3. Performance
- 4. Security
- 5. Corp. Risk
- 6. Key Issues
- 7. Other
- 8. Unusual Terms/Conditions
- 9. Subcontracting
- 10. Key Personnel
- 11. Service Contract Act
- 12. No Hire/No Solicitation Clause
- 13. Other (Labor)
- 14. Buy American Act/Trade Agreement Act
- 15. New Materials Clause
- 16. Discounted Products/Technology Refreshments
- 17. Special Test Equipment Required
- 18. Customer Paying For Development of Product(s)
- 19. EDS Retains Ownership of Products
- 20. Other (Products)
- 21. Cost or Pricing Data Required
- 22. Defective Pricing Clause
- 23. Caps On Indirect Rates
- 24. FCCOM Allowed
- 25. Economic Price Adjustment Clause
- 26. FAR Penalty Clause (52.242-3)
- 27. Precontract or Cost Allowable Restrictions
- 28. Costs Specifically Unallowable By **Contract Terms**
- 29. Profit or Fee Provisions In The Contract
- 30. CAS Clauses (FARs 52.230-1 thru 52.230-6)

- 31. SEI/CCM Applicability
- 32. ISO 9000 Applicability
- 33. Warranty Provisions
- 34. Cancellation Provisions
- 35. Liquidated Damages
- 36. Government Property
- 37. Engineering Changes/Value Engineering Changes
- 38. Other (Performance)
- 39. Security Clearances
- 40. DD 254
- 41. Non-Publicity
- 42. Other (Security)
- 43. System Development With Fixed Or **Capped Pricing**
- 44. Customer With Credit Risk
- 45. Contractual Financial Performance **Penalties**
- 46. Payment Terms > 45 Days After The Month of Service
- 47. Pricing Adjustments Using Benchmarks, etc.
- 48. Most Favored Customer Provisions
- 49. Non-competition or Other Exclusivity **Provisions**
- 50. Economic and Monetary Union (EMU) Compliance
- 51. Year 2000 Compliance
- 52. Costing Based On Non-Std Infrastructure Charges
- 53. Media Release Restrictions
- 54. Rights in Technical Data/Computer SW
- 55. Incorporation of Sections K, L and/or M
- 56. Commercial Terms and Conditions
- 57. Corporate Agreements Applicable

- 58. FOIA Copies Required
- 59. Show Cause Provision
- 60. Cure Notice Provision
- 61. Other (Key Issues)
- 62. Truth in Negotiations Act (TINA) 63. Cost Sharing (Identify Terms of
- Arrangement)
- 64. Level of Effort (Identify Limitations)
- 65. Overtime Restrictions (FAR 52.222-2)
- 66. Restrictions or Special RegtsFor Subcontracts
- 67. Other Special Provisions/Limitations
- 68. Restrictions on Subcontracting
- 69. Notification and/or Consent Requirements
- 70. Subcontracting Plan Required
- 71. Subcontracting Plan Not Required
- 72. List of Subcontractors
- 73. Organizational Conflict of Interest Potential
- 74. TINA-FAR 52.215-10
- 75. TINA-FAR 52.215-11
- 76. TINA-FAR 52.215-12
- 77. TINA-FAR 52.215-13
- 78. Labor
- 79. Key Personnel
- 80. Service Contract Act
- 81. No Hire/No Solicitation Clause
- 82. Other (Labor)
- 83. CAS Clauses FAR 52.230-5
- 84. CAS Clauses FAR 52.230-4
- 85. CAS Clauses FAR 52.230-6
- 86. CAS Clauses FAR 52.230-1
- 87. CAS Clauses FAR 52.230-2
- 88. CAS Clauses FAR 52.230-3

- Order Scope

  - 1. TBD Certification and Deployment Procedures
  - 3. Year 2000 efforts
  - 4. Product Delivery
  - 5. Telecommunication
  - 6. Cable installation 7. Program/facilities modernization
  - 8. Infrastructure Services
  - 9. Installation

  - 10. Logistics
  - 11. Loan processing/management systems 12. Information Assurance
  - 13. Hardware

- 14. Consulting services
- 15. Center outsourcing
- 16. Site surveys and/or design
- 17. Network management 18. Personnel systems
- 19. Seat Management
- 20. Integrated Data Environment (IDE)
- 21. Software
- 22. Facilities management
- 23. Emergency Management 24. Outsourcing
- 25. Systems engineering 26. Medical information systems

- 27. Intel
- 28. Intranet/Internet design and/or management
- 29. Hardware/Software
- 30. Data processing
- 31. Distance Learning
- 32. Warranty and maintenance
- 33. Training
- 34. Intranet/Internet/Web design and/or management
- 35. Program management
- 36. Call center/help desk 37. Software development

# Order Type

- 1. Fixed Unit Price
- Cost Plus Incentive 3. Level of Effort 4. Time and Materials

5. Cost Reimbursable

6. Firm Fixed Price

9. Letter Contract

10. Firm Fixed Incentive

- 7. Cost Plus Fixed Fee 8. Fixed Price, Level-Of-Effort
- 11. Firm Fixed with EPA 12. Cost Plus Award Fee
- 13. Cost Sharing
- 14. IDIQ 15. Labor Hour